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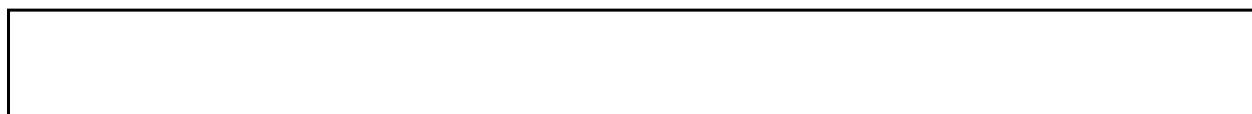
Functions Presently Assigned to

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1. Conduct liaison on Logistical matters with the Logistics Division, Procurement Office and other Area Division Logistics Branches.
2. Prepare all requisitions for equipment and supplies for use by the SE Division, both abroad and in the United States.
3. Maintain records of all SE Logistical matters and supplies, including cable and dispatch files.
4. Arrange shipment of all equipment and supplies to SE Division overseas installations.
5. Prepare all requisitions for official and Quasi-personal motor vehicles for use by SE Division personnel abroad.
6. Maintain records and inventory of all Division vehicles.
7. Provides support and general services for the Washington Headquarters of SE Division, including furniture, telephone maintenance, repair work and all local moving.
8. Maintain a small stock of frequently needed operational equipment for loan.
9. Communicates as necessary with the field regarding matters and advises the field of shipments or status of material and of any new developments of possible use in Division operations.
10. Advises various Division staffs and branches, and compiles reports of logistical matters as requested, for project planning, budgets, evacuation, operations, etc.
11. Responsible for Division training and briefing of supply and logistical personnel going to field stations.

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13. Arrange and coordinate all shipments of household goods and equipment of personnel going to overseas stations.
14. Perform such other Logistic and supply functions as directed by the Chief of Administration and Logistics.

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Proposed Functions

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Major Functions:

1. Reviews programs, project logistical annexes, other plans and documents concerning the logistical aspects of Division activities, and amendments thereto, to assure, through coordination with the Office of Logistics, TSS, Commo., Medical Office and other technical components, that requirements are within available resources and foreseeable capabilities, and obtains Office of Logistics and other concurrences where appropriate.
2. Provides specialized advice and assistance, on request, to division components in the preparation and processing of logistical compilations and tabulations.
3. Coordinates with Office of Logistics to assure adequate and timely supply of materiel, including requirements for real estate and vehicles, for the field operational activities within the division's area of responsibility.
4. Receives and reviews supply requests from the field and coordinates, where necessary, with other Agency components having operational interest therein.
5. Prepares formal requests for supplies and equipment, with appropriate shipping instructions, and forwards to Office of Logistics for action.
6. Coordinates division compliance with authorized requests from the Office of Logistics for logistical tabulations, forecasts, inventories and reports, and prepares consolidations where necessary.
7. Reviews division T/E's and A's allowance and consumption factors, stock level requirements, etc., for adequacy.
8. Maintains liaison on behalf of the division with other DD/P and Agency components on logistical matters of common concern.
9. Coordinates the selection of logistical type personnel for assignment to division headquarters and the field establishment.

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